CitiDirect Set-up Instructions for Office Purchase Card Coordinators

The CitiDirect Purchase Card System is used to reconcile, submit, and monitor purchase card transactions. Using CitiDirect eliminates the need to submit paper purchase card statements to the Accounting Services Division.

Each agency/office will need to designate one or more Office Purchase Card Coordinators to assist in setting up the program and implementing the system.

The Coordinator will:

1) Determine how purchase cards will be used in your office.
2) Complete and submit the necessary set-up forms.
3) Ensure Approving Officials establish an office file for supporting documentation and receipts related to purchase card transactions.

How To Use Purchase Cards

Purchase cards are recommended for designated buyers who are responsible for making purchases under $2500. Those individuals currently responsible for making purchases using BPD's Expedited Small Purchase program may be good candidates to serve as purchase card users.

The purchase card should not be used to purchase items that may require formal review or control by the agency, such as software or hardware.

Cardholders and Approving Officials should be individuals who are aware of funds availability and appropriateness of the purchase. These individuals may also want access to Oracle Discoverer to monitor the status of funds for their area.

The Approving Official must log onto the CitiDirect system each month and review and submit the electronic purchase card statement. Alternate Approving Officials may be designated to ensure adequate coverage of the approving responsibilities.

For cardholders with purchase authority over $2500, please contact us for alternate procedures.

Set-up Forms

The Office Program Coordinator will ensure all set-up forms are completed and returned to the Accounting Services Division.

Forms can be located at http://arc.publicdebt.treas.gov/fs/fsacctforms.htm. There are separate forms for Cardholders, Approving Officials, and Office Program Coordinators.

Complete sections II and VI of the application form for each new Cardholder and Approving Official in your office. Determine the appropriate per transaction and monthly spending limit and enter this information in Section IV. Section IV also provides the opportunity to indicate if a purchase cardholder needs convenience checks. The Agency Program Coordinator will complete the remaining sections of the form.

Online training on how to use the purchase card can be found at http://www.fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm. Each participant in the card program should also read and become familiar with the Purchase Card Procedures, located at http://arc.publicdebt.treas.gov/fs/fscredcard.htm.

Complete the CitiDirect Set-up Worksheet to identify each participant in your office and their role in the card program, including the default accounting codes to be assigned to each Cardholder. The worksheet will be provided to you with the names of current Cardholders already listed, if any. Please update the worksheet to include both your current and new Cardholders.

Return the application and setup forms to your contact in the Accounting Services Division. Your contact will work with the Agency Program Coordinator and CitiDirect Finance Officer to set-up your card program in CitiDirect.

New cards, including CitiDirect logon IDs and initial passwords, are issued to Office Purchase Card Coordinators after completion of all requirements, for distribution to cardholders and approving officials.

CitiDirect

Training and demonstrations of CitiDirect will be available during the PRISM system training. Cardholders and approving officials will be invited to stay immediately after the PRISM training for a demonstration and discussion of CitiDirect.

Quick reference guides for using CitiDirect can be found at http://arc.publicdebt.treas.gov/fs/fsqrgcardholder.pdf.

Users can obtain assistance in using CitiDirect by contacting the Accounting Services Division.

Record Retention

Even though the purchase card process is paperless, the approving official should review the supporting receipts for purchase card transactions and retain them in a file for six years, three months.

Monitoring Card Activity

Purchase card transactions are recorded in Oracle Financials once a month, and then become available for review using Discoverer. The Cardholder name, merchant name, and Approving Official name is included in the description field for each card transaction interfaced into the accounting system. Office Program Coordinators may want to monitor spending activity using Discoverer reports.

Questions concerning the purchase card program should be directed to your Accounting Services Division Contact.

You may also call the following agency contacts:
Becky Thompson, Agency Program Coordinator at 304-480-7079
Bernadette Kern, CitiDirect Finance Officer at 304-480-7003